BATH GP STUDY LEAVE GUIDE

GP Specialty Resident Doctor | 2026-2027

Effective from 01.01.27

30 days / 60 sessions per year (pro rata for LTFT) • Study leave year: August to July • **You must apply at least 8 weeks before the activity • Do not book until approved**

1. Do I need to apply?

Is this a timetable-listed teaching session or the AKT/SCA examination itself?
(Includes ST1&ST2GP/ITP, All Years Teaching, ST3 DRC and Topic Teaching events shown on the GP teaching timetable).

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YES	NO
No Accent application is needed. Your attendance will be recorded using the signed register. Examination time for the AKT/SCA is granted automatically.	You must apply for study leave time and funding. You will need approval and an Accent application.

RULES FOR APPLYING:

- **GP and ITP post:** After adding a PDP entry agree study leave with ES, Link TPD and the Practice Manager. Once all approved apply via Accent.
- **Hospital and Community post (e.g. Psych):** After adding a PDP entry agree study leave with ES, Link TPD and the rota co-ordinator. Once all approved apply via Accent.

8-WEEK NOTICE RULE

- Applications must be submitted at least eight weeks before the course
- Retrospective applications will not be approved with the exception of visits to final practice during ST1 and ST2 although advance applications are preferable
- Limited discretion is intended only for genuine circumstances outside the trainee's control

2. Your study leave allowance

- The academic year runs from August to July
- 60 sessions (30 days) per academic year for a full-time trainee
- LTFT entitlement is calculated pro rata
- Mandatory GP teaching is included within the allowance
- **GP and ITP POSTS ONLY**: 46 sessions are normally used for weekly structured education, leaving 14 sessions for other study leave activity

3. Course categories

Information about course categories can be found at Course-List-2026-2027-v2.4.xlsx

Additional information about Category 1 courses: essential or directly curriculum-related

The following popular events are also treated as Category 1 activities:

- BGPERT events that are not on the teaching timetable but are available through the trainee's BGPERT membership.
- Taster clinics
- GP School MAX courses
- Up to two one-day, RCGP ODE knowledge-based update courses per academic year
- One RCGP AKT or SCA preparation course per examination. These are funded by NHSE
- Up to 10 sessions of private AKT or SCA revision leave per academic year. These sessions come from the annual study leave allowance
- Visits to the Resident Doctor's final GP practice during ST1 and ST2
- Level 3 adult or child safeguarding where this is not available on the teaching timetable or locally (does not require Link TPD approval)

4. GP and ITP placement: how education time works

46 sessions are normally used for weekly structured education (after allowing for annual leave), leaving 14 sessions for other study leave activity.

- **12 hours of education in a full-time working week**
  4 hours external structured education • 4 hours practice-based education • 4 hours independent learning activity
- **Weekly structured education**
  Attend external scheduled teaching. If none is scheduled, use the protected session for a PDP-aligned educational activity and record a reflective ePortfolio entry
- **Other external courses**
  Use external structured education for an approved external course (providing there is no scheduled GP teaching). If an external course is not on a Wednesday use remaining study leave allowance (14 sessions each academic year)

Session length in a GP placement ONLY

Working pattern	Length of one session
100% WTE	4 hours
80% LTFT	3.2 hours
70% LTFT	2.8 hours
60% LTFT	2.4 hours

LTFT arrangements

The weekly pattern can vary, provided the correct overall balance of external and independent education is maintained. For example: a trainee working 60% may use two external education sessions in one week to attend teaching, then two independent learning sessions the following week.

5. Application flowchart

1. CHECK THE ACTIVITY
Confirm the course category, curriculum relevance, available allowance and whether a local or lower-cost option exists.

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2. AGREE THE LEARNING NEED
Ensure the course is on PDP. Discuss with your ES and seek Link TPD approval.

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3. OBTAIN ROTA APPROVAL
GP and ITP post: CS (if applicable) and Practice Manager. Hospital post: supervising consultant and rota co-ordinator.

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4. APPLY THROUGH ACCENT
Submit at least 8 weeks before the activity once approval has been granted by CS, Rota, ES and Link TPD. Include all anticipated costs and names of approvers (ES and name of Link TPD). Please use comments box if necessary.

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5. WAIT FOR THE DECISION
Study leave is not authorised until final approval is confirmed in Accent.

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6. BOOK EVENT AFTER APPROVAL
Do not book or commit to costs before approval.

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7. CLAIM EXPENSES THROUGH ACCENT
Upload proof of payment, relevant travel evidence and receipts and the attendance certificate. Include your correct ESR number in the comments box. Submit the expenses claim. Payment will be made via salary. Expenses must be submitted within 3 months of completing the course. Failure to provide correct ESR number will result in expenses not being paid.

6. Final checklist

- ☐ The activity is relevant to the GP curriculum and reflected in my PDP where required.
- ☐ I have checked the course category and considered local or lower-cost alternatives.
- ☐ I have enough study leave remaining.
- ☐ I have ES, Link TPD and local service or rota approval as required and have added this to Accent.
- ☐ I submitted the application at least eight weeks before the activity.
- ☐ I included all anticipated costs in Accent.
- ☐ I will not book until final approval is confirmed.
- ☐ I will retain receipts, proof of payment and the certificate of attendance.
- ☐ I will submit my expense claim within three months of course completion.

Further guidance

Study Leave Guidance - Working across the South West
NHSE Study Leave Guidance - Working across the South West
Course-List-2026-2027-v2.4.xlsx

Use this local guide alongside the main South West guidance, current course list, expenses policy and any instructions from the Bath GP education team.